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CHAPTER 1 - MILITARY PERSONNEL

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101 CASUALTY ASSISTANCE CALLS PROGRAM (N09B20)

Ref: (a) NDWINST 1750.1
(b) MILPERSMAN
(c) NAVMILPERSCOMINST 1770.1

This article outlines procedures for administering the Personal Notification and Casualty Assistance Calls Program (CACP) within OPNAV. Dependents of deceased/seriously injured Navy members of OPNAV should be afforded every assistance during the trying circumstances which follow such occurrences. The objective is to render assistance in personal affairs in a personalized way, preferably by an associate of the member involved.

101.1 Responsibilities. Within the Naval District Washington (NDW), responsibility for administering the CACP is assigned as follows:

a. When the service member is assigned to OPNAV, CACP duties are the responsibility of the member's directorate.

(1) OPNAV Principal Officials (OPOs) will appoint two eligible personnel (primary and alternate) to serve as Casualty Assistance Calls Officers (CACOs) in their directorate.

(2) The title "CACO" does not imply that senior, well-qualified enlisted personnel cannot serve. Any officer with 2 or more years active duty or any E-7 or above may be appointed as a CACO. Personnel assigned CACO duty should be sufficiently knowledgeable, mature and poised to represent the Navy at a time when comfort, guidance and assistance to the bereaved next-of-kin is crucial.

b. When the service member's command is outside NDW but the next-of-kin (NOK) resides within NDW, reference (a) assigns CACP duties to various NDW commands, including OPNAV, on a rotating basis.

(1) N09B20 will issue the OPNAV CACO watchbill as scheduled by NDW. When required, OPOs will be requested to submit the names of primary and secondary watchstanders.

(2) A CACO folder will be issued to each CACO assigned the rotating CACO duty.

101.2 Training. Each person designated as a CACO, either in his/her directorate or on the NDW watchbill, must receive CACO

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training per reference (a). Training quotas may be obtained from the NDW CACP Coordinator at 202-433-2093. For personnel assigned as NDW Duty CACO, it is recommended that training be received one month prior to assuming duties.

101.3 Procedures. Upon receipt of information that a casualty has occurred to a Navy member attached to OPNAV, whose next-of-kin (NOK) resides in the local area, the following procedures will be followed:

a. The OPNAV Duty Captain will be notified, who will then notify the OPO to which the member is assigned and apprise him/her of all the information and circumstances surrounding the casualty. The cognizant OPO will immediately notify the directorate CACO.

b. During normal working hours, the CACO will notify the Travel and Military Support Branch (N09B20), who will then notify the Personnel Support Detachment (PSD), Crystal City to request the Record of Emergency Data from the member's service record and assist the CACO in preparation of the required messages.

c. After normal working hours the CACO will contact the duty personnelman at PSD, Crystal City at 703-607-0043 to obtain the necessary information for preparation of the letter to NOK and the required message reports. The PSD duty personnelman is responsible for providing service record information and technical advice to the CACO. The CACO is responsible for preparation of the required letter and message reports.

d. The CACO shall:

(1) Personally notify the primary/secondary NOK resident in NDW of the casualty by a personal visit in the uniform of the day, as detailed by reference (b), Article 4210140. The initial visit, for the purpose of notification of death of a Navy member, is normally made between 0600 and 2400. If the NOK has already been informed, a personal visit shall be made in order to render all assistance possible.

(2) If transportation is required for CACO duties, obtain a government vehicle by calling 202-433-9521 (24 hours a day). The CACO has the option of using his/her own vehicle for which reimbursement is available by submitting a Claim for Reimbursement for Expense on Official Business (SF-1164).

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(3) Upon completion of initial notification, the CACO shall notify the NDW CACP coordinator at 202-433-2235 who will in turn notify the Bureau of Naval Personnel (BUPERS), Casualty Assistance Branch (Pers-663).

(4) Ensure the notification of NOK of the casualty is confirmed by letter or telegram as specified by reference (b), Article 4210100.

(5) Ensure a letter to NOK which relates the circumstances of the casualty is written within 48 hours of the occurrence of the casualty, as specified by reference (b), Article 4210220.

(6) In case of a death, to alleviate the immediate financial needs of the primary NOK, arrange for prompt payment of death gratuity following reference (c).

e. A CACO folder will be maintained at N09B20, Pentagon, Room 4A664. The folder will contain all necessary references, documents, telephone numbers, forms and other pertinent information to assist the CACO in completing assigned duties.

101.4 Notification of NOK outside the Washington area but within the Continental United States (CONUS). When the OPNAV member's NOK resides within CONUS but outside NDW, the NDW CACP Coordinator will contact the CACP coordinator for the area in which the NOK resides and serve as liaison for the various CACOs.

101.5 Notification of NOK residing outside CONUS. Procedures for notification of NOK residing outside CONUS are contained in reference (b), Article 4210100.

101.6 Stand-by CACO. A Stand-by CACO will be assigned in all cases in which an active member is listed as very seriously ill or injured, i.e., the member is in imminent danger of loss of life as defined in reference (b), Article 4210100. Stand-by CACOs will be assigned in the same manner CACOs are assigned as outlined in paragraph 101.2.

a. Stand-by CACOs must keep their command or casualty assistance calls/funeral honors support (CAC/FHS) coordinator apprised of their whereabouts at all times. No contact with NOK of the ill/injured member will be made by the Stand-by CACO until directed by BUPERS or appropriate CAC/FHS coordinator. Stand-by CACO will be provided with progress and prognosis reports whenever any appreciable change in member's condition occurs or

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at least once a week. If member improves and is removed from the very serious list, an appropriate message will be submitted and the Stand-by CACO will be relieved of the assignment. Should member remain in imminent danger of loss of life for more than 2 weeks, BUPERS (Pers-663) and appropriate CAC/FHS coordinator will consider relief of Stand-by CACO. Such relief will be on a case-by-case basis depending on member's prognosis and availability of another CACO. In event of member's death, the casualty reporting command will contact BUPERS and appropriate CAC/FHS coordinator immediately who will contact the Stand-by CACO and instruct him/her to execute the full range of CACO duties and make personal notification to NOK.

b. NOK notification of member who dies will be made regardless of the hour providing:

(1) Any of the member's NOK are aware of death already;
or

(2) Member was hospitalized and listed as seriously/very seriously ill or injured immediately preceding the death.

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102 LEAVE AND LIBERTY (N09B20)

Ref: (a) NAVMILPERSMAN

This article establishes the leave and liberty policies and procedures for military personnel assigned to OPNAV. All military personnel assigned to OPNAV are encouraged to take annual leave to the fullest extent possible. Reference (a) contains the authority for granting leave and liberty, defines the various types of leave, and prescribes conditions and limitations governing leave and liberty.

102.1 Leave for Active Duty Navy Officer and Enlisted Personnel

a. Authority. OPNAV Principal Officials (OPOs) are authorized to grant leave to members under their cognizance. OPOs may redelegate this authority within their directorates.

b. Leave Requests. NAVCOMPT 3065, Leave Authorization, will be used for requesting and authorizing all active duty Navy officer and enlisted personnel leave. Members desiring leave should submit a completed request, ready for signature, via the chain of command to the officer with leave granting authority.

c. Specific Action. All leave requests will be coordinated through the OPO Secretariats or a designated OPO administrative point of contact.

(1) Requesting Leave. NAVCOMPT 3065 is a non-OCR document which may be typewritten or completed legibly by hand. The member requesting leave will complete block 1 and blocks 3 through 22 as applicable. The member's latest Leave and Earnings Statement contains the necessary information for completing blocks 17 and 18. Detailed preparation instructions are on the reverse of the NAVCOMPT 3065 part 3.

(2) Leave Control Number (LCN). Secretariats (or designated admin contact) will obtain LCNs from the Travel and Military Support Branch (N09B20) (703-695-2219/2419) prior to execution of leave. Emergency LCNs can be obtained after normal working hours by calling OPNAV Security (703-695-3667).

(3) Distribution of NAVCOMPT 3065 Parts 1, 2 and 3. The Secretariat (or designated admin contact) will return part 1 of NAVCOMPT 3065 to the member following the assignment of the LCN. The member will keep part 1 in his/her possession at all times

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while on leave. Part 2 will be retained by the OPO Secretariat, and part 3 will be forwarded to N09B20.

(4) Leave Check-in/Check-out Procedures. Principal Officials may delegate personnel within their Directorate the authority to check-in/check-out and compute leave taken by members under their cognizance. When such personnel are designated, the following action shall be adhered to:

(a) When member checks-out on leave, complete parts 1 and 2, blocks 27a through 27c.

(b) When member checks-in from leave, complete parts 1 and 2, blocks 28a through 28c and blocks 30 through 33 per Article 3020160 of reference (a). Forward parts 1 and 2 to N09B20.

(5) Leave Extensions. Leave extensions will be granted at the discretion of the office with leave granting authority and annotated in part 1, blocks 29a through 29c. N09B20 should be advised of leave extensions granted by the office with leave granting authority.

(6) Cancelled Leave. To prevent overcharging of leave, approved leave requests (part 1) which are subsequently cancelled either by the member or the leave granting authority will be forwarded to N09B20 via the OPO Secretariat (or designated admin contact) for LCN accounting purposes.

d. Emergency Leave. During working hours, requests for emergency leave will be submitted in the same manner as outlined in paragraph 102.1c. After working hours, request emergency leave from the office with leave granting authority or by contacting the Navy Command Center on 703-695-0231 (DSN 225-0231) who will obtain concurrence from cognizant authority. Personnel departing on emergency leave are not required to provide their own reliefs for watches. LCNs for emergency leave requests may be obtained by telephone from N09B20 (703-695-2219/2419; DSN 225-2219/2419) during normal working hours and from OPNAV Security (703-695-3667; DSN 225-3667) after working hours. NAVCOMPT 3065 part 3 should be forwarded to N09B20 at the earliest opportunity following granting of emergency leave.

102.2 Authorized Liberty. Authority to grant liberty for military personnel is delegated to OPOs who may further delegate to their division directors or branch heads per guidance in Article 3030150 of reference (a).

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102.3 Out-of-Vicinity Travel. Personnel may leave the general vicinity of the Washington, DC area without written permission during a period of authorized liberty. While no definite mileage restrictions are placed on the distance that may be traveled on authorized liberty, personnel are cautioned to limit their travel to distances which permit travel to and from their destinations in a reasonable and prudent manner. Travel should be well planned, allowing for sufficient time to safely complete the trip during the authorized period, using private or commercial transportation. While it remains the responsibility of the individual to allow sufficient time for travel, unforeseen circumstances may necessitate requesting additional time to complete a trip safely. In those instances, members are highly encouraged to request additional time rather than attempt to compensate by unsafe or imprudent driving.

103 NAVY COMMENDATION AND NAVY ACHIEVEMENT MEDAL AWARDS (N09B33)

Ref: (a) SECNAVINST 1650.1F (Awards Manual)

This article describes the administrative procedures concerning the submission of, recommendation for, and issuance of the Navy Commendation Medal (NCM) and the Navy Achievement Medal (NAM) to members of the OPNAV staff.

103.1 Policy

a. There is no more important issue than proper recognition of our people. OPNAV Principal Officials (OPOs) must continue to work hard toward providing timely, appropriate recognition for our deserving personnel.

b. NCMs and NAMs may be approved and awarded at the three-star level. Awards above the level of NCM will be forwarded to the CNO Awards Board (see Article 107) for action.

c. The NAM may be approved and awarded by OPNAV one- and two-star levels who do not report to CNO via a three-star.

d. OPOs should establish procedures for approval of awards within their organizations.

e. The "standard" time requirement for an end-of-tour award will remain 1 year. However, the door is left open to present awards to those serving less than 1 year on the OPNAV staff if there is a very good reason to do so. For example: Someone selected for early retirement is a candidate for an end-of-tour award as a justified exception to the 1-year standard. Any award for less than 1 year's service on the staff will be the exception, not the rule. Award recommendations for a period of less than 1 year will be submitted to the CNO Awards Board for approval.

f. Citations will be prepared and awarded by the office approving the award.

g. OPOs should continue to use other means to recognize superior performance. For example, fitness reports and evaluations, Letters of Commendation, Sailor of the Quarter nominations, and Meritorious Masts are other tangible means to acknowledge achievements at mid-tour.

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h. For Navy Achievement Medals, no "Summary of Action" is required if the member receiving the medal is in the same OPNAV directorate as the awarding official.

103.2 Procurement of Award Elements. OPOs will need to procure the following items from the OPNAV Supply and Space Control Branch (N09B32):

- a. Medals NSN
 - NCM 8455-00-680-0617
 - NAM 8455-00-926-6784
 - Gold Star 8455-00-141-0888
- b. Certificates Stock Number
 - NCM (OPNAV 1650/9) S/N 0107-LF-016-5045
 - NAM (OPNAV 1650/10) S/N 0107-LF-016-5050
- c. Blue Presentation Folders, #7510-00-482-2994
- d. Padded Mailing Envelopes, Size 5, #8-105-281-1436

N09B33 will procure and furnish CNO citation paper.

103.3 Citations

a. Citations will be prepared and awarded by the office approving the award. Proposed citations will be forwarded with the award recommendation.

b. Chapter 1 of reference (a) gives guidelines on the construction of citations. Sample citations are shown at Tab A.

c. The body of the citation should not exceed 22 lines. The opening and closing verbiage is standardized and no deviation is authorized.

103.4 Procedures. OPOs will:

- a. Maintain permanent records of all awards processed.
- b. Provide a copy of the signed citation to the Bureau of Naval Personnel (Pers-313C). Type the recipient's Social Security Number (SSN) on the top right corner and approval date under the SSN.

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c. Provide by the 10th of each month copies of the previous month's official OPNAV 1650/3s, citations and certificates to N09B33 for entry into the awards computer data base.

OPNAVINST 5000.48C

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The Secretary of the Navy takes pleasure in presenting the
NAVY ACHIEVEMENT MEDAL to

YEOMAN FIRST CLASS JOHN PAUL JONES
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For professional achievement (leadership) in the superior
performance of his duties as (job title) on the staff of the (OPO)
during the period.... (Body of citation). Yeoman First Class
Jones' managerial ability, resourcefulness, initiative, and
unswerving devotion to duty reflected great credit upon himself and
were in keeping with the highest traditions of the United States
Navy Service.

For the Secretary,

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The Secretary of the Navy takes pleasure in presenting the
NAVY COMMENDATION MEDAL (Gold Star in lieu of second award) to

LIEUTENANT JOHN PAUL JONES
UNITED STATES NAVY
(UNITED STATES NAVAL RESERVE)

for service as set forth in the following

CITATION:

For meritorious achievement (service) while serving as (job
title) on the staff of the (OPO), Washington, DC during the
period.... (Body of citation). Lieutenant Jones' exceptional
professionalism, initiative, inspiring leadership and devotion to
duty reflected great credit upon himself and were in keeping with
the highest traditions of the United States Naval Service.

For the Secretary,

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104 NAVY SPONSOR PROGRAM (N09B20)

Ref: (a) NAVMILPERSMAN
(b) OPNAVINST 1740.3

This article provides guidance for an effective sponsor program within OPNAV as required by Article 1810580 of reference (a), and reference (b) to facilitate the relocating and reception of members and their families when reporting or transferring on permanent change of station (PCS) orders.

104.1 Responsibilities. Assignments and responsibilities are as follows:

a. OPNAV Principal Officials: Shall appoint a Sponsor Coordinator within their division. The name, N-code, room number, and telephone number of the Sponsor Coordinator shall be submitted to the Travel and Military Support Branch (N09B20).

b. Travel and Military Support Branch: Upon receipt of PCS orders, N09B20 will forward a copy of the orders and a Welcome Aboard package to the Sponsor Coordinator of the appropriate division. N09B20 will also keep the assigned sponsor informed of any order modifications or changes in expected arrival dates.

c. Sponsor Coordinator

(1) Personnel reporting to OPNAV: The Sponsor Coordinator shall assign a sponsor upon receipt of orders of incoming personnel. The Sponsor Coordinator shall provide the sponsor with a copy of the orders and the Welcome Aboard package. The name, N-code, and phone number of the assigned sponsor should be submitted to N09B20 within 7 working days of receipt of orders.

(2) Personnel detaching from OPNAV: The Sponsor Coordinator shall encourage detaching personnel to complete a Navy Sponsor Notification (NAVPERS 1330/2). This will be forwarded to the receiving activity.

d. Sponsor: Shall write a personal letter forwarding the Welcome Aboard package to the individual within 7 working days of assignment as a sponsor. The letter should explain local conditions, offer assistance in relocating and on-site indoctrination, as well as provide general information on duty in OPNAV. Utilize the sample letter provided as Tab A, if desired.

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SAMPLE

Dear

On behalf of the Chief of Naval Operations and his staff, I welcome you to OPNAV and to the Washington, DC area. I have been appointed as your sponsor, and will assist you in every way possible.

For planning purposes, you are prospectively being assigned to (Billet Title) (N) (as my relief, etc.). Your prospective assignment involves (brief description).

I have enclosed some information and local area maps which should facilitate your indoctrination to the Washington, DC area. If you have any questions or desire additional information or assistance, write or call me at:

ADDRESS:

PHONE: (DSN & commercial)

Your official mailing address will be: Office of the Chief of Naval Operations (N), 2000 Navy Pentagon, Washington, DC 20350-2000.

I hope your tour in the Washington, DC area will be a pleasant and successful one. If you need any further assistance, please do not hesitate to phone or write me.

Copy to:
N09B20

TAB A

105 CNO FLAG REPRESENTATIVE (N09B20)

This article outlines the duties and responsibilities of the Chief of Naval Operations (CNO) Flag Representative. Flag Representative assignments will be constituted to include all rear admirals (paygrades O-7/O-8) assigned to duty in the Office of the Chief of Naval Operations (OPNAV). Officers designated as additional duty to OPNAV will not be assigned.

105.1 General Information

a. This is a 24-hour assignment which commences at 0800. During normal working hours, the Flag Representative will be on call at or through his/her office. Outside of normal working hours, Saturdays, Sundays and holidays, the Flag Representative will be on call at his/her residence or other designated location.

b. Continuity is provided the Flag Representative by the Navy Department Duty Captain (NDDC). Information on past actions, current procedures, and special situations is available in the files maintained by the Navy Command Center (NCC).

c. Senior duty officers in commands, bureaus and offices of the Navy Department will consult directly with the NDDC on any business that should be brought to their attention by calling the NCC at (703) 695-0231, DSN 225-0231. Matters concerning the Marine Corps shall also be referred to the Marine Corps Command Center, (703) 695-7366, DSN 225-7366.

d. The number of assignments to any individual flag officer is based on the individual's ratio of previous assignments and months on board. An equitable balance between scheduled weekday, weekend and holiday assignments is maintained. Officers who plan to be absent for any reason during the next month are requested to notify N09B20 at x71022 by the 10th of each month to allow publishing the watch list by the 15th.

e. The relief list is established in order to ensure availability of a Flag Representative during the unforeseen absence of the flag officer assigned duty for any designated day. However, in order to avoid using the relief representative except as an emergency measure, officers who will be absent on Temporary Additional Duty (TAD) orders, leave, or for other reasons are requested, when practicable, to arrange for an exchange of assignments. When an unscheduled assignment of the officer at

the top of the relief list would result in that officer performing Flag Representative duties 2 days in a row, the next officer on the relief list will be assigned.

f. When an exchange of assignments is desired, a memorandum of notification will be submitted to the Assistant Vice Chief of Naval Operations (N09B), with copies to N09B20, N09B31, and the NDDC. The assigned flag officer will ensure information concerning any previous tasking for the specific date and current pertinent events is passed to the flag officer accepting the exchange of assignment.

105.2 Responsibilities

a. The Flag Representative is responsible to the Secretary of the Navy and the CNO. In carrying out these responsibilities the Flag Representative shall:

(1) Represent the CNO or Vice Chief of Naval Operations at official ceremonies or official social functions as tasked by their respective offices.

(2) Officially welcome and bid farewell to foreign dignitary guests of the Navy (or Department of Defense when Navy is executive agent) on their arrival and departure from the Washington area. Visitors should be foreign equivalent to admiral/vice admiral or equivalent to CNO in their navies.

(3) When requested by the Chief of Naval Personnel, act as Funeral Escort Commander.

b. Taskings to the Flag Representative will be forwarded to N09B for appropriate written notification when time permits.

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106 OPNAV ENLISTED RETENTION/CAREER INFORMATION AND COUNSELING PROGRAM (N09BN)

Ref: (a) MILPERSMAN 1040290

This article provides guidance and administrative procedures for a vigorous enlisted retention/career information and counseling program within OPNAV and OPNAV Support Activity (OPNAVSUPPACT). The objectives of this program will be:

- a. Support the Navy-wide retention effort.
- b. Coordinate OPNAV retention efforts.
- c. Coordinate family and educational programs to support retention.
- d. Monitor, evaluate and recognize the OPNAV Career Information Team Programs.

106.1 The OPNAV Enlisted Retention/Career Information and Counseling Team. The OPNAV Enlisted Retention/Career Information and Counseling Team will be structured as follows:

- a. Assistant Vice Chief of Naval Operations (AVCNO) (N09B) shall be the coordinator of all retention and career information and counseling activities for OPNAV and OPNAVSUPPACT.
- b. OPNAV Career Counselor (N09BN) shall serve as the principal advisor on policies and regulations related to Navy career planning matters and be a primary technical assistant supporting other members of the OPNAV Career Information Team.
- c. Command Master Chief for OPNAV (N09BW) shall work closely with the OPNAV Career Counselor to support the OPNAV/OPNAVSUPPACT retention effort.
- d. OPNAV Principal Officials shall be Team Coordinators for their respective organizations.
- e. Division Directors shall be Team Coordinators for their individual divisions.
- f. Division Officers shall work closely with their Division Career Counselor and be the coordinator of retention efforts within their division.

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g. Division Career Counselors shall be responsible to the Division Director for counseling of enlisted personnel in their division. Division Career Counselors shall be designated in writing by each OPNAV Principal Official.

106.2 Division Career Counselor Training. N09BN shall be responsible for the ongoing training of Division Career Counselors. Once per quarter N09BN will conduct a 3-day training program to keep the OPNAV Career Information Team and OPNAV personnel abreast of new and changing enlisted programs.

106.3 Division Career Counselor Meetings. N09BN shall conduct a monthly meeting of Division Career Counselors to discuss retention initiatives and actions. Division Officers are welcome to attend the first meeting of each quarter.

106.4 Career Information Interviews. Under Appendix B of the Retention Team Manual, the following interviews shall be conducted by the persons indicated and at the time indicated:

a. Reporting Interviews. Conducted by N09BN and N09BW for all enlisted personnel within 15 days of reporting to OPNAV and OPNAVSUPPACT. Additional interviews by Division Director, Division Officer, and Division Career Counselor are encouraged.

b. Retention Programs Interview. Conducted by Division Career Counselor for all first-term personnel at Active Duty Service Date (ADSD) plus 18 to 20 months. These interviews should be conducted in conjunction with group representations when possible by N09BN.

c. Incentive Programs Interview. This interview is intended for all personnel, but should be tailored to the length of service of the interviewee. The information provided on career benefits and reenlistment incentives should be sufficient to allow the member to make sound career decisions. Conducted by Division Career Counselor for all enlisted personnel at end of active obligated service (EAOS) minus 10 months and/or projected rotation date (PRD) minus 10 months. N09BN will conduct a follow-on interview at EAOS minus 6 and/or PRD minus 6 months. Division Officers shall also conduct interviews for retention-eligible personnel at EAOS minus 6 months and/or PRD minus 6 months. At this time the Enlisted Duty Preference Sheet (NAVPERS 1306/63) should be reviewed and updated as required. The counselor should assist in the preparation and submission of the Enlisted Duty Preference Sheet.

d. Pre-Retirement/Separation Interview. Conducted by N09BN for all separating personnel or personnel transferring to the Fleet Reserve within 45 days of retirement, transfer to the Fleet Reserve, or separation date.

106.5 Reenlistment Ceremonies. The Division Career Counselor will ensure that the reenlistment ceremony is conducted under reference (a). N09BW and N09BN will make every attempt to attend the reenlistment. In addition, the following ceremonial components are considered appropriate and the minimum that should be offered to a reenlisting member (unless the member specifically declines):

a. Reenlistment sites and times are at the discretion of the member and the reenlisting officer. All ceremonies must be in the uniform of the day and conducted with a degree of decorum befitting the ceremony. Division Career Counselors are responsible for arranging the ceremony.

b. At the discretion of the OPNAV Principal Official the reenlisting member may have the remainder of the day off upon completion of the reenlistment ceremony.

c. It is encouraged that the reenlisting member be awarded an extended liberty of his or her choice (to include a weekend) with the approval of the Division Director.

d. The reenlistment ceremony will be photographed. Pictures will be provided for the reenlisting officer and the reenlisting member. The Division Career Counselor is responsible for arranging for a photographer by calling the Pentagon Naval Media Center Support Branch at 695-6789.

e. If member desires, an article will be prepared by the Division Career Counselor for Hometown News Release. The Division Career Counselor will coordinate with N09BN in preparing the article for publication.

f. If the reenlisting member is married, the member's spouse will receive a Certificate of Appreciation for Reenlistment (NAVPERS 15522H or NAVPERS 15522W). Division Career Counselors shall contact N09BN to obtain the certificate.

g. In addition to the minimum items listed above, divisions are encouraged to use their initiative to make the reenlistment ceremony and the day a special one for the member and family.

106.6 Records and Reports. The following retention-related records and reports are required:

a. Career Counselor Record (NAVPERS 1160-1). Division Career Counselors shall maintain a record of all interviews on a Career Counselor Record (pages 106-7, 106-8) and maintain a completed record of all OPNAV personnel counseling during their assignment to this organization. The Division Career Counselors shall forward the Career Counselor Records to N09BN to close out the files upon transfer or separation of the member. Career Counselor Records will be forwarded to the ultimate duty station for those personnel transferring from OPNAV or to the Reserve Center located closest to the member's home of record for members separating from the Navy. Fleet reserve or retirement-eligible personnel Career Counselor Records will be forwarded to Commander, Navy Recruiting Command, Code 335, 4015 Wilson Boulevard, Arlington, VA 22203.

b. Monthly Report. Division Career Counselors will provide N09BN with the monthly Retention Report and the Reenlistment/Retention Report no later than the last working day of the current month.

c. Tickler File. N09BN shall maintain a tickler to track required interviews.

d. Retention Statistics. N09BN shall maintain retention statistics for OPNAV/OPNAVSUPPACT enlisted personnel and shall make a monthly report to N09B with copies to all Division Directors. The report shall include past months' retention results, fiscal year to date retention results, retention initiatives and recommendations.

106.7 Officer Interview Appraisal Board. The AVCNO, N09B, is the convening authority for this board for all applicants applying for programs leading to a commission. The coordinator is N09BN.

a. The board shall consist of two to three officers of various backgrounds and specialties. Normally, a LCDR or above will serve as President of the interviewing board.

b. Members of the board shall utilize the NAVCRUIT 1100/13 (Interviewers Appraisal Sheet). Interviews should take a minimum of 15 minutes but no longer than 30 minutes in duration. Upon completion of the interviews, NAVCRUIT 1100/13s should be typed in the smooth, and returned within two working days to N09BN.

N09BN shall distribute the completed appraisal sheets to respective applicants.

c. When applying for commission programs, and not later than 2 working days prior to the interview, applicants must submit an approved request chit, three copies of their application, and their service record to N09BN.

| | | | | | | | | | | | | | | |
|---|--|--|--------|---|------------------|---|---------|---------|----|----|----|----|----|------|
| 1. NAME (Last, First, Middle) | | | | 2. HOME ADDRESS (Street, City, State, Zip Code) | | | | | | | | | | |
| 3. SSN | | 4. NEC | | 5. UNIT/DEPT/DIV | | | | | | | | | | |
| 6. DATE OF BIRTH | | 7. RATE | | 8. BR/CL | | 9. DATE REPORTED | | | | | | | | |
| 10. MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED NO DEPNS _____ | | 11. EDUCATION COMPLETED <input type="checkbox"/> HS <input type="checkbox"/> 1 YR COL <input type="checkbox"/> 2 YR COL <input type="checkbox"/> HS GED <input type="checkbox"/> 3 YR COL <input type="checkbox"/> 4 YR COL <input type="checkbox"/> COL GED | | | | 12. NAVY SCHOOL(S) COMPLETED | | | | | | | | |
| 13. College, Univ., Prof., or Tech. School | | DATE | | FIELD | Degree Total Hrs | 14. CIV. OCCUPATION | | | | | | | | |
| | | FROM | TO | | | Job Title/Position | | | | | | | | |
| | | | | | | | | | | | | | | |
| 15. EAOS | | 16. PRD | | 17. ADSD | | 18. PBSD | | | | | | | | |
| | | | | | | 19. SHDCD/SDCD | | | | | | | | |
| | | | | | | 20. CLEP Areas Completed 1 2 3 4 5 | | | | | | | | |
| 21. Date last DUPREF submitted | | 22. BASIC TEST/ASVAB SCORES | | | | | | | | | | | | |
| | | GCT/AWK | ARI/AR | MECHAC | CLER/AD | NO | SHOP/BI | ETST/EI | MK | GS | GI | SP | AI | AFQT |
| | | | | | | | | | | | | | | |
| 23. CAREER INTENTIONS | | DISCHARGE AT EAOS | | | | | | | | | | | | |
| | | FLEET RESERVE/RETIRE AT EAOS | | | | | | | | | | | | |
| | | REENLISTMENT YEARS | | | | | | | | | | | | |
| | | EXTENSION OF ENLISTMENT YEARS | | | | | | | | | | | | |
| | | UNCERTAIN | | | | | | | | | | | | |
| 24. INTERVIEW | | Activity | | Counselor | | Date | | | | | | | | |
| A. Reporting | | | | | | | | | | | | | | |
| B. 6-9 Month Growth | | | | | | | | | | | | | | |
| C. Retention Programs | | | | | | | | | | | | | | |
| D. Incentive Programs | | | | | | | | | | | | | | |
| E. 8-12 Year Monitor | | | | | | | | | | | | | | |
| F. 17 Year Monitor | | | | | | | | | | | | | | |
| G. Pre-Sep/Retirement | | | | | | | | | | | | | | |
| H. Annual Career Update | | | | | | RECORDED ON REVERSE | | | | | | | | |
| I. Special/Congratulatory | | | | | | RECORDED ON REVERSE | | | | | | | | |

a. This form will be initiated for each enlisted member who reports aboard their first operational duty station following Recruit Training. Item numbers circled shall be completed in pencil.

b. The reverse of this form will be utilized to record comments on any interviews and family counseling sessions held. Comments should address only the impressions, goals, frustrations, or commitments imparted to, taken on, or observed by the Counselor. These comments are intended to give aid and insight to future counseling efforts. When additional space is required, attach additional bond paper and continue.

c. When the member is transferred to another duty station, this form will be checked for accuracy and completeness dated as necessary, and forwarded with the individual's service record to the new command.

d. When separated or released from active duty on board ship or station the FINAL STATUS section must be completed and sent to the Commander, Navy Recruiting Command, Code 335, 4015 Wilson Boulevard, Arlington, VA 22203.

If the individual reenlists, this form will be maintained as a chronological consultation sheet throughout their uninterrupted career.

NAVPERS 1160/11 (Rev. 4-80) (BACK) S/N 0108-LF-013-8065

FILL IN - IF SEPARATED OR RELEASED FROM ACTIVE DUTY

FINAL STATUS

REENLISTMENT
CODE☐ RECOMMEND FOR
REENLISTMENT☐ RECOMMENDED
FOR SCORE

INTENDED HOME ADDRESS (Street and Number, City, State, Telephone Number)

PERMANENT HOME ADDRESS (Street and Number, City, State, Telephone Number)

CO's SIGNATURE AND RANK

LAST SHIP OR STATION

DATE

REMARKS

PRIVACY ACT STATEMENT FOR NAVPERS 1160/11 (Rev. 4-80)

The authority to request this information is derived from 5 U.S.C. section 301 Departmental Regulations. Its purpose is to document the required counseling sessions. The information collected on this form will be utilized by command career counselors as a chronological consultation sheet to provide aid and insight for future counseling sessions and to ensure member is provided facts about the opportunities of a Naval career upon which an intelligent career decision may be made. Information contained on this form is voluntary; however, failure to provide the requested information may result in inadequate facts for the counselor to properly assist the member in planning for and participating in the many Navy programs available for a successful naval career.

U.S. Government Printing Office: 1982-005-104/7002 5

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107 CNO MILITARY AWARDS BOARD (N09B33)

This article establishes the CNO Military Awards Board.

107.1 Composition of the Board. The CNO Military Awards Board is chaired by the Assistant Vice Chief of Naval Operations (AVCNO) (N09B) and composed of specified OPNAV Executive Assistants in rotation with additional ad hoc representation from other OPNAV offices as required.

107.2 Board Meetings. The CNO Military Awards Board will meet each Tuesday, or more often if necessary, to consider all recommendations for the Legion of Merit, plus all unit and special action awards. Board members will be notified in writing prior to each meeting and provided copies of award recommendations to be considered. The Board will be augmented by staff corps advisors who will brief those recommendations pertaining to their staff corps specialty. A reduced membership Board will be convened to consider recommendations for awards below the Legion of Merit level.

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108 FINANCIAL COUNSELING (N09BE)

This article establishes a resource for the management of personnel in financial stress. Personnel with financial problems do not function at their full potential or fulfill their own or the Navy's needs.

108.1 All military personnel who have received a letter of indebtedness, bad check report, or other financial mismanagement notice should be referred to N09BE2 for referral to a Financial Specialist for counseling.

108.2 Financial counseling is available for those personnel who need assistance developing a budget; planning to buy a home, car, or some other major purchase; or who would like to save for their future or child's college education.

109 OPNAV URINALYSIS TESTING PROGRAM (N09B31)

Ref: (a) OPNAVINST 5350.4B
(b) NAVMILPERSMAN

This article establishes procedures and defines the mechanics of the OPNAV urinalysis testing program in which roughly 10 percent of the OPNAV/SECNAV/Joint Staff military personnel will be tested on a random basis every month. Procedures are described for disposition of members whose samples test positive for the presence of illegal drugs.

109.1 Responsibilities

a. Program Coordinator. The Assistant Vice Chief of Naval Operations (N09B) is responsible for administering the urinalysis testing program. The Head, OPNAV Security Branch (N09B31) will serve as action officer and ensure the testing program is conducted following reference (a) and other applicable directives.

b. Command Responsibility. OPNAV Principal Officials (OPOs) are responsible for exercising command functions as set forth in reference (a) for personnel under their cognizance, except for determination of drug abuse, the imposition of discipline under the Uniform Code of Military Justice (UCMJ), and the processing of members for administrative separation. Personnel whose cases involve disciplinary or administrative action will be referred to Commandant, Naval District Washington (COMNAVDIST WASHINGTON DC).

109.2 Procedures

a. Selection of Participants. N09B will randomly select individuals following reference (a).

b. Testing. Prior to 0730 on the test day, N09B will notify OPOs by memo of the time, designated collection site and personnel in their organizations selected to participate. OPOs are responsible for ensuring that their personnel report during the designated testing times.

c. Absent Personnel. Only personnel on previously authorized leave or absent from the Washington, DC area on assigned duty on the day of the test will be exempt from testing. Personnel who are not exempt but fail to report for testing between the hours of 0830-1200 will be required to report to OPNAV Security in Room 4A654, Pentagon, between the hours of 1300-1400 the afternoon of the scheduled test day. OPOs will be notified of individuals within their organizations who fail to report for testing.

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d. Observers. Each OPO will, on occasion, be tasked by N09B to provide commissioned officers as observers to assist in the collection process. Personnel designated to provide a urine sample may not be assigned observer duties on the same day.

109.3 Test Results. Approximately 2 or 3 weeks after the collection of samples, N09B will notify cognizant OPOs in writing of personnel within their organizations who have tested positive.

109.4 Disposition of Personnel Who Test Positive. Disposition of personnel whose samples test positive for the presence of illegal drugs will be in strict compliance with the procedures outlined in references (a) and (b). (See Appendix A to Enclosure (7) of reference (a) for complete details.) In summary this will include:

a. The OPNAV Drug and Alcohol Program Advisor (DAPA) will conduct a preliminary inquiry along with a cross check of the member's medical record, to rule out positive screens resulting from valid prescription medication. Preliminary inquiries will be forwarded to N09B. If no cause for a legitimate positive reading can be determined from the individual's medical record, the member's OPO will complete a "Report and Disposition of Offense(s)", NAVPERS 1626/7, which must accompany the preliminary inquiry. N09B will then transfer the member to COMNAVDIST WASHINGTON DC for disciplinary action.

b. Pending disciplinary proceedings at COMNAVDIST WASHINGTON DC, cognizant officials may elect to retain a member at OPNAV, but should be aware that drug abuse is grounds for suspension of access to classified material.

c. Upon completion of disciplinary proceedings, all Navy personnel regardless of paygrade will be screened for drug dependency, and processed for separation by COMNAVDIST WASHINGTON DC, as required by reference (a).

d. The OPNAV DAPA and the Counseling and Assistance Center (CAAC) at COMNAVDIST WASHINGTON DC will assist in making the drug dependency determinations. Individuals separated administratively or punitively, who are medically diagnosed as drug dependent, shall be offered Department of Veterans Affairs treatment at time of separation.

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110 ENLISTED TRAINING PLAN FOR OPNAV (N09BW)

Ref: (a) OPNAVINST 1500.22D

This article establishes policy, guidance, and procedures concerning the enlisted training program within OPNAV and OPNAV Support Activity and assigns related implementation and maintenance responsibilities.

110.1 Responsibilities

a. Assistant Vice Chief of Naval Operations (N09B)

(1) Exercise overall control over the OPNAV Training Plan by approving all training evolutions.

(2) Conduct liaison with all OPNAV divisions to ensure compliance with training requirements as set forth in this article.

(3) Periodically evaluate the effectiveness of the OPNAV training program.

b. Command Master Chief for OPNAV (N09BW)

(1) Serve as the advisor to N09B in matters pertaining to the education and training of OPNAV enlisted personnel.

(2) Act as an advisor to the Planning Board for Training (PBFT).

(3) Periodically spot-check Personnel Advancement Requirements (PARs) and advancement recommendations to ensure compliance with this article.

(4) Provide administrative support to OPNAV Training Coordinator in the promulgation of training schedules.

c. OPNAV Enlisted Training Coordinator

(1) Appointed by N09B.

(2) Serve as the recorder for the PBFT.

(3) Issue training schedules in a timely manner.

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(4) Coordinate with training instructors to ensure that all training evolutions are carried out as scheduled.

(5) Recommend changes in the training program to N09B with the concurrence of the PBFT.

(6) Assist instructors with acquiring classroom space and audiovisual equipment.

d. PBFT. The PBFT membership shall include at least six E-6s and above from within OPNAV. The senior member of the board shall serve as chairperson of the planning board meetings. The OPNAV Training Coordinator shall serve as recorder for the board. The Command Master Chief for OPNAV (N09BW) shall serve as advisor to the board. All members of the PBFT shall be appointed in writing by N09B. PBFT responsibilities are:

(1) Meet quarterly or as required, to develop long- and short-range training schedules.

(2) Recommend changes in the training program to N09B through the OPNAV Training Coordinator.

(3) Provide guidance to the OPNAV Training Coordinator for the implementation of the training schedule.

(4) Ensure the OPNAV Training Program conforms to the policies of the Secretary of the Navy and the Chief of Naval Operations.

e. Divisional Training Petty Officers

(1) Assist in the issuance of training schedules to all personnel in the division.

(2) Maintain divisional training records.

f. Training Instructors

(1) Prepare lesson plans and study guides.

(2) Arrange for classroom space and audiovisual equipment, as required.

(3) Record attendance at class sessions and make report to OPNAV Training Coordinator.

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110.2 Procedures

a. The PBFT will meet at least quarterly to develop long- and short-range training plans.

b. Proposed training plans will be forwarded to N09B for approval.

c. After approval by N09B, quarterly training plans will be issued to all divisions within OPNAV. Quarterly training schedules shall be issued 10 days prior to the beginning of each quarter. All schedules shall be published in the OPNAV Bulletin.

d. Class attendance will be taken at each session. Attendance rosters will be turned in to the OPNAV Training Coordinator who will advise Divisional Training Petty Officers of the number attending and make a report to N09B.

110.3 Mandatory Training Requirements. Certain classes designated by the PBFT will be mandatory for all E-6s and below. Attendance at these required training sessions will be a factor in recommendations for advancement for all petty officers. It is the responsibility of each division to maintain training records on each member of the division and to utilize these records when making advancement recommendations. N09BW will periodically spot-check PARS and advancement recommendations.

110.4 Action

a. OPNAV Principal Officials

(1) Ensure wide dissemination of training schedules within their divisions.

(2) Appoint a Divisional Training Petty Officer in writing with a copy to N09BW.

(3) Encourage maximum participation in training programs.

b. N09B

(1) Exercise control over the implementation of the OPNAV Training Program.

(2) Provide support for the acquisition of training spaces, equipment, and audiovisual aids.

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(3) Keep VCNO (N09) advised concerning the OPNAV Training Program, as required.

c. N09BW. Provide assistance to the OPNAV Training Coordinator in issuing training schedules.

d. Planning Board for Training

(1) Ensure the following enlisted training curriculum:

(a) General Military Training (GMT). As prescribed by reference (a).

(b) Rate Training. Rate training within OPNAV shall be primarily for yeomen and personnelmen and shall cover areas of expertise required for advancement in rate. Rate training for other OPNAV ratings shall be conducted on a divisional level, as required. Seamanship and Military Leadership training shall be conducted periodically as a part of rate training.

(c) General Information Training. The PBFT shall provide training in areas of general interest to service members assigned to OPNAV. Such topics shall be recommended by the PBFT and approved by N09B.

(2) Develop 12-month training program to coincide with fiscal year quarters.

(3) Develop 3-month training schedule to coincide with fiscal year calendar.

(4) Meet as required to complete quarterly training schedules.

e. OPNAV Training Coordinator

(1) Issue training schedules prior to commencement of training.

(2) Coordinate with training instructors to ensure that classes are conducted as scheduled.

(3) Provide support for locating classrooms, audiovisual aids, guest speakers, etc.

(4) Submit quarterly attendance report to N09B.

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(5) Provide training attendance rosters to Divisional Training Petty Officers.

f. Training Instructors

(1) Prepare lesson plans for training sessions.

(2) Arrange for classroom space and advise the OPNAV Training Coordinator.

(3) Advise OPNAV Training Coordinator of number attending upon completion of training session.

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111 DISCIPLINARY AND ADVERSE ADMINISTRATIVE PROCEDURES FOR OPNAV MILITARY PERSONNEL (N09BL)

This article outlines responsibilities and establishes procedures regarding the treatment of OPNAV personnel facing disciplinary or administrative action.

111.1 Responsibilities

a. Key Personnel

(1) N09B. The Assistant Vice Chief of Naval Operations (N09B) is responsible for administering OPNAV disciplinary and adverse administrative procedures.

(2) N09BL. The Assistant for Legal and Legislative Matters (N09BL) will provide legal counsel to OPNAV Principal Officials (OPOs).

(3) N09B20. The Head, Travel and Military Support Branch (N09B20) will coordinate logistical support requirements with Naval District Washington.

b. Command Responsibility. OPOs are responsible for evaluating the discipline cases of personnel under their cognizance within OPNAV. If administrative discharge proceedings or disciplinary action at an Article 15, UCMJ hearing or at court-martial is appropriate, the procedures outlined in this instruction will be followed. Personnel whose cases require such action will be referred to Commandant, Naval District Washington (COMNAVDIST WASHINGTON DC) for processing. Personnel assigned to N1 may, at the option of N1, be referred to the Chief of Naval Personnel (BUPERS) for processing.

111.2 Procedures

a. Transfer. Upon determination that disciplinary action is appropriate, N09B20 will coordinate a Temporary Additional Duty (TAD) transfer of the member to be disciplined to COMNAVDIST WASHINGTON DC or BUPERS, as appropriate. To ensure an expeditious transfer, OPNAV activities must provide N09B20 with a completed NAVPERS 1626/7 (Report and Disposition of Offense(s)). Transfers anticipated to last in excess of 30 days will require Temporary Duty (TEM DU) orders (**advance notice is required to allow N09B20 to secure BUPERS approval of TEM DU transfers**). Personnel assigned TAD may, at the request of their OPO, be

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assigned to perform their normal or other assigned duties within OPNAV, while awaiting disciplinary/administrative action.

b. Disposition. Upon transfer, ultimate discretionary authority for military justice aspects of the case, including preferral, referral, or dismissal of charges, passes to COMNAVDIST WASHINGTON DC or BUPERS, as appropriate. This procedure enables military justice matters to be handled expeditiously without interfering with the mission of the OPNAV staff.

c. Return of Personnel. OPNAV personnel transferred to COMNAVDIST WASHINGTON DC for disciplinary purposes will remain officially attached to COMNAVDIST WASHINGTON DC pending a complete disposition of each case, including service of any nonjudicial punishment or court-martial sentence.

d. Notification of Disposition. Upon complete disposition of any disciplinary proceeding, COMNAVDIST WASHINGTON DC or BUPERS will contact N09BL, who will then contact the appropriate OPNAV parent organization and report the disposition of the case.

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112 RECOGNITION OF OPNAV PERSONNEL UPON RETIREMENT, TRANSFER TO THE FLEET RESERVE, TRANSFER, OR SEPARATION (N09B20)

Ref: (a) MILPERSMAN 3810200
(b) NDWINST 5060.4G (NOTAL)
(c) NDWINST 5060.6E (NOTAL)

This article provides eligibility criteria and procedures for recognition of OPNAV military personnel.

112.1 Recognition upon Retirement or Transfer to the Fleet Reserve. The retirement or transfer to the Fleet Reserve of a member shall, only if the member so desires, be preceded by a ceremony designed to express the Navy's appreciation for the many years of faithful and honorable service the member has devoted to his or her country. Participation in a formal ceremony is not a mandatory requirement for the member. Reference (a) provides further information regarding ceremonies prior to retirement or transfer to Fleet Reserve.

a. **Flag Officers.** Retirement ceremonies are conducted by the Commandant, Naval District Washington, as detailed in reference (b).

b. **Captains and Below.** Personnel retiring or transferring to the Fleet Reserve have the opportunity, if desired, to participate in formal retirement ceremonies conducted by the Commandant, Naval District Washington. These ceremonies are conducted on a monthly basis per references (b) and (c). It is not intended that these ceremonies replace any informal ceremonies conducted by OPNAV Principal Officials (OPOs).

112.2 Certificates Upon Leaving OPNAV

a. **Member.** A Certificate of Commendation, OPNAV 1650/12, signed by the Chief of Naval Operations may be presented to departing military personnel upon completion of their tour in OPNAV. The Certificate of Commendation is not intended as a substitute for other awards the OPO may want to confer on departing personnel. Additionally, appropriate acknowledgment and appreciation for service should be conveyed to naval personnel upon separation or release from active duty as described in reference (a).

b. **Spouse.** If the member is married, OPOs may present the member's spouse with a Certificate of Appreciation (NAVPERS

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1650/59 or NAVPERS 1650/62). These forms may be obtained from the Command Career Counselor (N09BN).

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113 ENLISTED SAILOR OF THE QUARTER/YEAR AND BLUEJACKET OF THE QUARTER PROGRAM (N09BW)

This article describes the Enlisted Sailor of the Quarter (SOQ), Sailor of the Year (SOY), and Bluejacket of the Quarter (BOQ) program. Enlisted personnel assigned to Office of the Chief of Naval Operations (OPNAV), the Office of the Secretary of the Navy and the Office of the Joint Chiefs of Staff are eligible for nomination as SOQ/SOY/BOQ.

113.1 Responsibilities**a. Assistant Vice Chief of Naval Operations (N09B)**

(1) Exercise final approval authority for the OPNAV Sailor of the Quarter, Sailor of the Year, and Bluejacket of the Quarter programs.

(2) Maintain liaison with all OPNAV, Secretary of the Navy, and Joint Chiefs of Staff organizations to encourage the submission of nomination packages for deserving personnel.

(3) Periodically review selection procedures for the OPNAV SOQ/SOY/BOQ selection board.

b. OPNAV Command Master Chief (N09BW)

(1) Serve as advisor to N09B for matters pertaining to the SOQ, SOY and BOQ programs.

(2) Act as advisor to the selection board for the SOQ and BOQ.

(3) Select SOQ, SOY and BOQ Board members.

(4) Chair the SOY Board.

(5) Prepare nomination package cover letters for N09B signature and ensure sample nomination packages are distributed to OPNAV Principal Officials, Office of the Secretary of the Navy and Office of the Joint Chiefs of Staff.

(6) Collect nomination packages to be distributed to SOQ/SOY/BOQ selection board members.

(7) Provide administrative support to N09B for preparing the Vice Chief of Naval Operations (VCNO) award ceremony.

(8) Submit the SOY package to N09B for signature and further submission to Commandant, Naval District Washington for the Naval District Washington SOY competition.

c. SOQ/SOY/BOQ Selection Board. The selection board shall consist of five members, the senior member to serve as board chairperson. The OPNAV Command Master Chief shall serve as advisor for the SOQ and BOQ boards and as chairperson for SOY board.

d. Selection Board Chairperson

(1) Shall be the senior member assigned to the Board.

(2) Ensure that all board members are briefed on the selection criteria, use of interviewer appraisal sheets and appropriate subject areas for questions during nominee interviews.

(3) Notify N09B of the completed board results prior to any unofficial release of board results.

e. Board Members

(1) Responsible for review of nomination packages prior to board convening date.

(2) Ensure that interviewer appraisal sheets are turned over to the chairperson prior to completion of the board.

113.2 Interviews. The interviews shall be conducted solely between the board and the nominee in an area free from outside interference at a prescribed time and place with all members of the Board present.

113.3 Nomination Packages

a. Shall be submitted to the OPNAV Command Master Chief in the format as outlined in the nomination package cover letter distributed by N09B.

(1) Information considered pertinent to support the nomination;

(2) Biography; and

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(3) Proposed VCNO award citation.

b. Shall be considered only if received by the "no later than" date specified in the nomination package cover letter.

113.4 Official Recognition. Official recognition for selectees will be presented in the form of a letter of commendation and plaque from the Vice Chief of Naval Operations.

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**114 DELEGATION OF REPORTING SENIOR SIGNATURE AUTHORITY FOR
ENLISTED EVALUATIONS (N09B20)**

Ref: (a) BUPERSINST 1616.9A

This article provides for the delegation of reporting senior authority for enlisted evaluations for military personnel assigned to OPNAV.

114.1 Article 1-4 of reference (a) provides for the delegation of reporting senior signature authority for enlisted evaluations. OPNAV Principal Officials (OPOs) are authorized to delegate signature authority for enlisted evaluations per reference (a). Oversight responsibility required in reference (a) remains with the OPO.

114.2 Provide a copy of your delegation memoranda to the OPNAV Travel and Military Support Branch (N09B20).

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115 PERSONAL EXCELLENCE PROGRAM (N09BE)

Ref: (a) OPNAVINST 5354.3D
(b) OPNAVINST 5354.1C

This article establishes procedures and assigns responsibilities for implementation and maintenance of the Personal Excellence Program for military personnel assigned to the Office of the Chief of Naval Operations (OPNAV). The Personal Excellence Program is comprised of the following areas:

- a. Command Managed Equal Opportunity (CMEO)
- b. Substance Abuse Prevention and Control Programs
- c. Naval Leadership Development Program (NLDP)

115.1 Implementation. OPNAV Principal Officials (OPOs) are best situated to give direct guidance, support and assistance to their personnel. While it is expected that these program objectives will be achieved primarily through education, leadership and administrative action, OPOs must enforce actions to attain human goals and prohibit actions inhibiting attainment of these goals. OPNAV's efforts will be integrated with those of other naval activities in the Washington, DC metropolitan area, including participation in the local training and education sessions in the applicable area(s).

115.2 Responsibilities. The following are assigned specific responsibilities in the administration of the Personal Excellence Program:

a. The Assistant Vice Chief of Naval Operations (N09B) is responsible for the OPNAV Personal Excellence Program, appointing a training coordinator and a Planning Board for Training (PBFT). The PBFT will assist N09B in scheduling and carrying out training.

b. The Command Deputy Equal Employment Opportunity Officer (DEEOO), N09BE, is responsible for the overall management of the Personal Excellence Program at OPNAV.

c. The OPNAV Equal Opportunity Program Specialist (EOPS)/Alcohol and Drug Control Officer (ADCO), N09BE2, is responsible for ensuring command and claimancy compliance with the Navy Equal Opportunity Manual and Alcohol and Drug Abuse Prevention and Control policy, and shall:

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- (1) Advise N09B and OPOs on all matters related to equal opportunity (EO), including sexual harassment, and on command compliance, recommending corrective actions as required.
- (2) Assist with the processing of discrimination and sexual harassment complaints.
- (3) Review formal discrimination and sexual harassment complaints and provide recommendations for flag endorsement/action.
- (4) Provide briefings on EO and sexual harassment related matters.
- (5) Conduct inspections of CMEO programs at commands within N09B claimancy.
- (6) Monitor CMEO status by evaluating annual command assessment results forwarded by commands within N09B claimancy.
- (7) Coordinate reporting of formally resolved sexual harassment and discrimination incidents as prescribed by the Navy Affirmative Action Plan (NAAP) (reference (a)) using the Sexual Assault/Sexual Harassment (SASH) Database.
- (8) Provide Command Assessment Team (CAT), Command Training Team (CTT) and SASH training/assist visits.
- (9) Counsel personnel on harassment and discrimination complaint resolution procedures, both formal and informal. Provide guidance, advice and assistance regarding EO and sexual harassment matters.
- (10) Monitor procedures of the drug and alcohol abuse prevention and control program, to include ensuring quotas are filled at local Personal Responsibility and Values Education and Training (PREVENT) classes.
- (11) Advise N09B and OPNAV Principal Officials on matters concerning the Alcohol and Drug Abuse Prevention and Control Program and ensure reports are completed as required.
- (12) Manage the alcohol and drug intervention assets of each command within N09B claimancy and advise the commands on the status of all alcohol and drug policy and procedures under their cognizance.

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(13) Serve as the contact/resource for OPNAV personnel who need the service of a Drug and Alcohol Program Advisor (DAPA).

(14) Serve as the contact/resource for OPNAV personnel requiring the service of a Command Financial Specialist.

d. The Command Master Chief for OPNAV, N09BW, is responsible for overall administration and coordination of NLDP within OPNAV, and shall inform OPOs of the availability of courses, technical aids and other assistance in the area of NLDP. N09BW will develop and implement a Command Action Plan (CAP) which addresses actions supportive of drug and alcohol prevention and leadership and management training. The Command Master Chief is also responsible for ensuring enlisted personnel are provided the opportunity to obtain training and is responsible for maintaining records of such training.

e. The Command DAPA for OPNAV is responsible for the overall administration and coordination of the drug and alcohol abuse prevention and control program and shall:

(1) Plan, implement and administer programs and procedures to support the drug and alcohol abuse prevention and control program, to include assigning attendance at local PREVENT classes.

(2) Conduct screening of all OPNAV military personnel involved in alcohol or drug-related incidents or referred by supervisors for determination of possible abuse.

(3) Prepare required reports concerning the drug and alcohol program for N09B.

(4) Serve as the command's Voluntary Self-Referral Agent and Aftercare Program Manager.

f. OPOs are responsible for ensuring their personnel are trained in compliance with all facets of these programs. Those divisions desiring training support may request it from either N09BE or N09BW. OPOs or military members are encouraged to submit suggestions for improvement or noteworthy achievement in the Personal Excellence Program to N09BE.

g. The Command Training Team (CTT) is responsible for providing the Navy Rights and Responsibilities (NR&R) Workshop.

Members assigned will receive Chief of Naval Education and Training (CNET)-certified training, be designated by N09B, and are responsible for facilitating the workshop.

h. The Command Assessment Team (CAT) will conduct annual assessments and will be activated on an as-needed basis. The CAT is responsible to N09B for assessing the command climate in OPNAV and providing recommendations for necessary actions. Members will receive CNET-certified training and be designated by N09B prior to performing as a CAT member.

115.3 Specific Guidance and Program Requirements

a. Navy Alcohol and Drug Awareness Program (NADAP)

(1) OPNAV Principal Officials shall develop, implement and monitor actions which support OPNAV's goals of preventing, reducing and eliminating the abuse of drugs and alcohol through the following actions:

(a) Establish a process to effectively handle drug and alcohol matters, including reporting and/or investigating suspected illegal use.

(b) Educate managers and supervisors in drug and alcohol abuse prevention and control, methods for identification, intervention and referral of suspected abusers to N09BE2.

(c) Inform personnel of their individual rights, responsibilities and required action concerning drug and alcohol abuse.

(d) Ensure that the drug and alcohol policy, including the right not to drink, and guidance toward positive alternatives are included in welfare and recreation planning and the indoctrination of reporting personnel.

(e) Restrict practices which may encourage drug and alcohol abuse.

(f) Establish procedures and practices for directing personnel involved with drug and/or alcohol abuse (DWI, DUI, positive urinalysis results, etc.) to N09BE2 for evaluation, counseling or referral.

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(2) Direct assistance, such as drug/alcohol program training for supervisors and other personnel, can be provided by contacting N09BE2.

b. Command Managed Equal Opportunity. The goal of the Navy Equal Opportunity Program is to establish an environment which encourages equal opportunity for all. OPNAV Principal Officials shall, as a minimum, take the following actions:

(1) Support CMEO by providing at least two qualified people, one for the CTT and one for the CAT.

(2) Ensure internal actions are instituted to provide representation, information and assistance to personnel in EO and sexual harassment matters.

(3) Ensure all personnel are familiar with the Navy Grievance and Redress Procedures.

(4) Inform all members who utilize the informal grievance and redress procedures of their right to file a formal grievance.

(5) Ensure all members attend NR&R workshops per reference (b).

(6) Maintain demographics of discipline, advancement, retention and awards.

c. Discrimination Complaints

(1) An important aspect of the Navy's Equal Opportunity Program is to strive for a goal of equal treatment that eliminates acts of discrimination. Procedures exist which allow problems to be resolved at the lowest level using the chain of command. Members should be able to obtain a satisfactory resolution from their immediate supervisor. When immediate senior is unable to resolve the problem for any reason, it may be taken to the next person in the chain of command. The chain of command is responsible to each of its members for solving work-related problems. Several procedures available to the individual member to resolve these problems are outlined in reference (b).

(2) OPOs shall ensure that the procedures for filing or seeking redress of an EO or sexual harassment problem are widely disseminated; that the handling of problems is expedited within the chain of command; that each individual is assured that filing a complaint does not place the complainant in danger of reprisal

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action, and that if reprisal action occurs, immediate and appropriate action is taken against the individual found guilty of the reprisal. Personnel have the responsibility to submit only legitimate complaints/grievances and to exercise caution against idle, immature or reckless charges.

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116 TRAINING FOR NEWLY REPORTING MILITARY PERSONNEL (N09B20)

This article contains information on orientation training for military personnel reporting to the Office of the Chief of Naval Operations (OPNAV)/OPNAV Support Activity.

116.1 Courses. OPNAV has established a series of mandatory training courses that will be attended upon arrival for duty.

a. The following courses will be scheduled by N09B20 at check-in (or waived, depending on the member's billet): Action Officer (AO) Course, Requirements Officer (RO) Course, Total Quality Leadership (TQL) Course, Navy Rights and Responsibilities (NR&R) Course, Local Area Network (LAN) Training Course.

b. Newly reporting members are required to attend a Security Indoctrination briefing. This will be scheduled by OPNAV Security at check-in.

c. Military supervisors of OPNAV civilians are required to attend supervisory development courses sponsored by the Secretariat/Headquarters Human Resources Office (S/HHRO) (see Article 307, paragraph 307.4a of this Manual). Contact the S/HHRO Employee Development Branch at 202-433-9182 for information.